

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF COLORADO**

**NOTICE REGARDING THE NEW PROCEDURE FOR SCREENING ENVELOPE-  
ENCLOSED DOCUMENTS AND ADVISEMENT REGARDING DELAYS**

Effective immediately, the U.S. Bankruptcy Court for the District of Colorado has adopted procedures for screening and handling incoming documents that are enclosed in sealed envelopes. These procedures will apply to all documents enclosed in an envelope, whether sent by mail or hand-delivered.

**If you mail or present your documents in a sealed envelope, this procedure will be utilized:**

Any documents presented for filing to the Clerk's Office in sealed envelopes will not be opened at the Intake Counter of the Clerk's Office, whether such documents are mailed or hand-delivered. They will be sent to a screening room for processing prior to being returned to the Intake Counter for filing and docketing. (Please note: the "filed" stamp officially marks the time and date a document is filed with the court.) The document will not be deemed filed until after it has been screened and returned to the Intake Team for application of the "filed" stamp. It will then be docketed. Items enclosed in an envelope should be processed the same day as they are received, although situations may arise which delay the filing of these documents. The delay for filing the documents (i.e., the delay for the application of the "filed" stamp to these documents) should not be longer than the next business day after they are first received.

When presenting documents for filing in a sealed envelope, whether by hand-delivery or by mail, any requests for a conformed copy will be returned by mail. Please enclose a postage paid, return envelope.

**If you wish to deliver documents directly to Chambers please follow this procedure:**

Regardless of whether documents are enclosed in an envelope or not, Chambers will not accept papers directly from the public or attorneys. Please bring any papers you wish to have directly transmitted to Chambers or to a judge's staff member to the Clerk's Office. The documents will be routed accordingly and expedited to Chambers if requested. Chambers WILL NOT ACCEPT documents directly from the public or attorneys.

**If you present your documents without a sealed envelope, this procedure will be followed:**

Documents presented to the court that are not enclosed in an envelope will not be affected by the new procedures and will be immediately stamped as "filed" by Intake personnel when received. Thus, if you desire to have documents immediately stamped as "filed" without any processing delay, or if you wish to receive a conformed copy at the time documents are delivered, you must hand-deliver the documents and not enclose them in a sealed envelope.

**Disputes Regarding the Time of Filing:**

In the event the time of filing should become an issue, the Court will resolve the question upon motion and after an evidentiary hearing if appropriate. This process will remain in effect until further notice.